

### Safe Working Practices:

#### SWP – 09 In Case of Fire

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner

#### GENERAL

- 1.0 This SWP deals with the Service Division's Team Members working on customers sites.
- 1.1 There are certain prerequisites to be adhered to at every site and on every visit.
- 1.2 Always observe any booking in and out procedures in place for the site.
- 1.3 Observe and follow any terms and conditions in place for Contractors.
- 1.4 As a contractor, you should be made aware of any special risks that you may be exposed to. If in doubt, ask.

#### IN CASE OF FIRE

- 2.0 This SWP details the guidance for fires caused by both Service Technicians actions, and those caused by other influences.
- 2.1 Fires caused by other influences. If the alarm is raised by others, and you are not directly involved, evacuate the building by the nearest emergency exit and report to your fire assembly point. Remember:
  - Do not attempt to finish your task.
  - Do not stop to collect personal effects.
  - Walk, don't run. Running can cause panic.
  - Never re-enter the building until the emergency is resolved and safe to do so.
  - Report to your assembly point and follow any other instructions as part of the site emergency plan.
  - Communicate any relevant hazard information to the responsible person or emergency services.
- 2.2 If you cause or discover a fire, **RAISE THE ALARM and EVACUATE**. Only consider an attempt to extinguish the fire if:
  - You have undertaken Fire Marshal or other appropriate training
  - The fire is small
  - It is safe to do so.

If you attempt to fight the fire, remember:

- Never place yourself so that the fire is between you and your escape route.
- Toxic smoke and fumes kill.
- Stay low. More oxygen and lower temperatures will be found near the floor.

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- If you are exposed to temperatures that make you uncomfortable, **abort and evacuate**.
- Most portable fire extinguishers have a range of 6-10 feet and fully discharge in under 10 seconds.
- If fire does not extinguish immediately, **abort and evacuate**.
- For electrical fires, disconnect the source if possible and safe to do so.

### EMERGENCY PROCEDURES IN CASE OF LPG FIRE

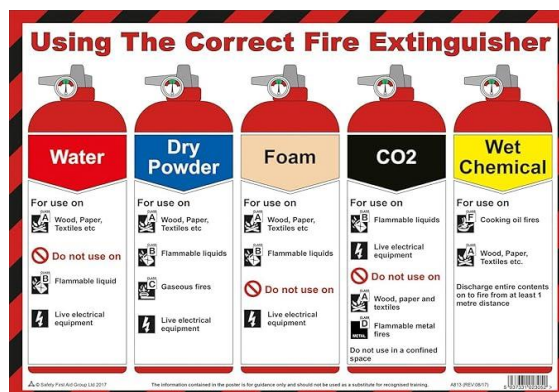
3.0 In the event of a fire on an LPG truck, **only if safe to do so**:

- Shut off all valves.
- Make the presence of LPG known to Emergency Services as soon as possible.
- Remove cylinder from the truck.
- Cylinders that cannot be removed can be kept cool using water spray.
- Dry Powder Extinguishers are effective for dealing with small LPG fires.
- **IF IN DOUBT DO NOT APPROACH.**

### EXTINGUISHERS

4.0 Anybody attempting to extinguish a fire should be aware of the importance of using the most appropriate extinguisher. It would be very dangerous to fight an electrical fire with a water extinguisher, particularly where live electrical cables are involved.

4.1 All fire extinguishers manufactured after 1<sup>st</sup> January 1997 are predominantly red. All fire extinguishers are colour coded, with each colour representing a type and method of operation. Modern extinguishers have very clear labelling. Older extinguishers, though less obvious, still conform to the colour coding system by display of a colour panel. The following describes fire extinguishers commonly found in UK workplaces:



### CHILDREN AND YOUNG PERSONS

5.0 See Safety & Environmental Manual procedure “Employment of Young Persons” for precise definitions on children and young persons.

5.1 Young persons must be instructed to NEVER take any part in firefighting. When an alarm is raised, they should always be evacuated immediately.